



City of Klamath Falls

Position Description

Position: Development Services Director	Group: Executive
Department: Development Services	FLSA: Exempt
Evaluated by: City Manager	132

Summary

Under general supervision of the City Manager, leads, plans, directs, integrates, and coordinates the operations of the Development Services Department including the Planning Division, Engineering Division, and Parks Division. Focuses on near term and long-range planning for the community, effectiveness and customer service for the development community and protecting and improving the Park system. Serves as part of the City’s executive leadership team.

Distinguishing Career Features

The Development Services Director is a Director level management position, responsible for the efficient and effective operations of their assigned divisions to meet the City's established mission and goals. The incumbent is responsible for the day-to-day coordination and administration of assigned functions. This class is distinguished from the next higher classification of City Manager, which serves as the Chief Executive Officer over all City departments and program activities.

Essential Duties and Responsibilities

- In coordination with the City Manager, prepares and develops goals and objectives for the assigned divisions, prepares budget requests and develops efficient and effective organizational structure and staff.
- Serves as a member of the City’s senior management team, participating in activities that result in the development of policies, programs, procedures, as well as strategic directions.
- Provides direction and supervision to the Planning Division, Engineering Division, and Parks Division.
- Oversees development of the City’s capital improvement plan, working with all divisions to ensure accurate and timely updates to the plan. Coordinates projects to avoid delays and unnecessary duplication of effort.
- Develops and oversees long-range planning for the City and surrounding areas. Is responsible for updating and maintaining development codes and complying with

changes in state law.

- Attends City Council, advisory committees, or other meetings as directed by the City Manager.
- Serve as project manager for a variety of special projects; facilitates project activities and resolves problems. Serves as a liaison to City boards and commissions.
- Oversees and prepares agenda items and recommendations for City Council action.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Principles and practices of municipal administration, organizational development, and functions; current social, political, and economic trends and operating problems of municipal government; principles and practices of municipal budgeting and finance; principles and practices of economic and community development; principles and practices of public financing; local and state legislative processes; methods of assessing municipal operating requirements; principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government;; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

▪ **Abilities**

Ability to effectively direct and manage assigned; provide effective leadership; coordinate a variety of program activities, including personnel administration; research, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; prepare and analyze grant budgets; serve effectively as the administrative agent of the City Manager and City Council; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

▪ **Physical Abilities**

Requires sufficient visual acuity to recognize letters and numbers, auditory ability to hear and respond to in-person and phone conversations, and physical ability to give presentations to large audiences. Requires hand-eye-arm coordination to use a personal computer keyboard. Requires ambulatory ability to move to various work locations.

- **Education and Experience**

Typically requires a bachelor's degree from an accredited college or university with major course work in, business administration, public administration, land use planning, engineering or a closely related field and with 8 or more years of progressively difficult work. Or a master's degree in a related field with 3 years of professional experience.

- **Licenses and Certificates**

1. Required: Possession of or ability to obtain within 30 days of hire a valid Oregon driver's license.
2. Desired: Oregon Professional Engineer License, American Institute of Certified Planners Certification, or similar.

- **Preemployment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

- **Working Conditions**

Work is performed indoors where there are minimal safety considerations.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.